Request for Quotation (RFQ)

Administrative Office of the U.S. Courts
Annual CM/ECF District Operational Practices Forum

Event Requirements:

It is requested that the CM/ECF District Operational Practices Forum, as stated below, should become part of the bidding and contract documents provided by the selected facility.

Bids shall be provided to the Administrative Office of the United States Courts, and should address each item listed below.

Group:
Administrative Office of the United States Courts
One Columbus Circle, NE
Washington, DC 20544
Karen Gilger, Project Manager
202-502-2547

Tax Exempt Number:
53-0 197981F - **United States Government Organization, tax exempt status; tax exempt certificate will be provided to selected organization for that locale**.

Name of Event:
CM/ECF District Operational Practices Forum

Purpose of the Event:
The forums provide clerks, judges, and their staffs, along with AO personnel, the opportunity to share and discuss operational experiences and policies related to the use of CM/EFF.

Meeting Dates:
One full week, during any month of June, July, August or September. Need accommodations to reflect arrival on a Sunday, and departure on Friday. Weeks will be chosen 9-12 months in advance of each yearly meeting.

Length of Contract: Multi Year:
This bid is to cover the next three years: 2009, 2010 and 2011. Please state any concessions the hotel may be willing to give if we execute a 3 year contract with your hotel.

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Guest Room Accommodations/Room Block Nights:
The number of estimated room units for each day are as follows:

Sun=500; Mon=500; Tue=500; Wed=500; Thu=500; for a total of **2500** room units.

- Rooms reserved 2 days prior and/or 2 days after the event date shall count towards total group rooms and shall be offered at the prevailing govt. rate.
- Late checkout shall be assigned for all guests upon request.
- A best-estimate of the actual number of rooms at the time of contract is provided, however 15 days prior to the event date the actual number of guests will be delivered to the hotel.
- No-charge room upgrades should be included in the proposal from the hotel, to include up to 30 accommodations.
- Complimentary on-site parking for AO attendees, number to be determined at a later date.

Location & Transportation:
- Hotel should have adequate parking available and preferable be located on Metro's Red Line. If no Metro service is available, the hotel shall provide shuttle service to Administrative Office employees attending the Forum, to and from the hotel to the Thurgood Marshall Building, during the week of the event, at least 4 round-trips per day.
- Adequate restaurant facility locations must be available for lunch and dinner meals.

Room Costs:
US Government Per Diem applies, and hotel room rate must not exceed rates published by GSA for the locale.

Meeting Room Requirements:
- Main meeting room must accommodate estimated 600 attendees in a classroom style.
- The main meeting room will be needed each day from 6:00 a.m. through 6:00 p.m. from Sunday through Thursday.
- Safe Room necessary for Judicial Officers and U.S. Marshal Service.
- No charge for any meeting space if room pickup is above 80% of estimated rooms.

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Break-Out Rooms

- 12-14 break-out rooms will be needed during the entire week.
- The table setup in 10 rooms should be in an open square format with perimeter seating. At least four (4) rooms should be set for demonstrations, with screens, microphones and projectors, head tables and classroom style seating for at least 50 people.
- Each break-out room should accommodate 35+ people, inclusive of perimeter seating.
- Provide a work room for staff of approximately 20 and should be located on the same floor and as close to the main meeting room as possible.
- Break-out rooms should not be disbursed throughout the facility or on different floors.
- A large ballroom that can accommodate 600+ people for an evening reception.

Food & Beverage Requirements:

- Actual estimated food & beverage costs should be provided with the bid.

  Morning Snack for 500: Mon/Tues/Wed/Thurs: each morning should consist of a combination of items such as: breakfast breads & pastries, fruits, cereals, coffee, tea, juice, water.

  Mid-morning break for 500: Mon/Tues/Wed/Thurs: to include coffee, tea, and sodas.

  Afternoon break for 500: Mon/Tues/Wed/Thurs: to include coffee, tea, cold sodas, and snacks, such as cookies, chips, pretzels or other selections from the facility.

  Evening Reception: Most likely on Monday evening for 500: light refreshments, etc. from approximately 5:00 - 8:00 pm.

Audio/Visual Requirements:

- A price sheet for A/V costs should accompany the bid along with the estimated costs. Screens, projectors, microphones, flip charts and recording equipment, etc. will be needed during the entire week.

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Billing Requirements & Registration:
Attendees include two group types and will be identified in writing to the facility 30 days prior to the event date:

- Group One will include attendees whose hotel room costs only will be centrally paid by purchase order and will be responsible for incidental and personal items on their hotel bill at checkout. This will include approximately 75% of the hotel guests. Group Two will include attendees who will be settling their entire hotel bill at checkout.
- Each attendee will be required to make their own hotel reservation, to be placed in a group name at the hotel, and each reservation will be held with a credit card number provided by the registrant.
- A Master Bill should be setup to bill the Group for all attendees in Group One at the conclusion of the event.
- All Audio Visual costs and Food and Beverage costs will also be billed on the Master Bill.
- The Master Bill should be provided to the Group within 14 days after the event and will include all guests listed by name with detailed billed costs.
- A summary of the detailed costs will be sent with the Master Bill.
- Final payment to the facility must be made via funds transfer, no paper checks.

Shipping & Storage:
If necessary, the Group may ship or deliver event documents to the facility prior to the event. These boxes shall be stored in a safe place awaiting pickup by the Event Manager upon arrival.

Contract Documents:
Upon selection, the facility will provide a Letter of Agreement/Contract to the Project Manager. If necessary, the Procurement Management Division will provide edits and/or language to the selected facility to be incorporated into the agreement/contract. Only a member of the Procurement Management Division may accept the final agreement/contract document.

Administrative Office of the United States Courts
C/O Procurement and Management Division
One Columbus Circle, NE
Washington, DC 20544